

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**RECRUITER  
HUMAN RESOURCES DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs specialized administrative-professional duties in the maintenance of City's recruitment and selection programs. Employee reports to the Human Resources Director and/or Assistant Human Resources Director.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs administrative-professional duties in coordinating the City recruitment and selection program. Employee is responsible for ensuring that the City employs a competent and diversified workforce while maintaining compliance with various regulatory requirements by conforming to the City's budgeted staffing control, working with department/division directors and hiring managers to ensure legal requirements are met, initiating recruitment advertisements, managing applicant tracking and conducting screening interviews, working with outside firms to complete background checks on applicants, and overseeing the equity of promotional and new hire processes. Employee is also responsible for developing and managing divisional budget. Employee must exercise independent judgment, discretion, and initiative in completing assignments. Work is performed with considerable independence under occasional supervision of the Human Resources Director or Assistant Human Resources Director and is evaluated through observation, conferences and review of work performed.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Coordinates the City's recruitment and selection program to ensure selection and retention of qualified applicants in compliance with state/federal regulations.

Develops and implements recruitment strategies for vacant positions.

Writes a variety of job advertisements and determines most effective medium and time frame to advertise vacant positions.

Screens and refers appropriate applicants to hiring department.

Confers with hiring department to ensure compliance with employment laws and policies.

Schedules and conducts effective employment interviews; assists department/division director or hiring manager with planning and conducting interview/selection processes.

Develops, administers and grades exams.

## **RECRUITER**

Maintains and monitors hiring data to assist in the accomplishment of affirmative action goals.

Develops and maintains relationships with outside employment agencies.

Plans, schedules and attends recruiting events.

Answers questions about staffing activities, employment opportunities and related programs.

Develops and presents recommendations regarding related sections of the City's Personnel Policy and Administrative Policies.

Types correspondence from typed or handwritten copy, assuming responsibility for correctness of spelling, punctuation, format and grammar.

Coordinates and attends meetings as required.

## **ADDITIONAL JOB FUNCTIONS**

Performs related work assignments as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the policies, procedures, organization and functions of the Human Resources Department.

Considerable knowledge of modern office procedures, methods and practices.

Considerable knowledge of Civil Service policies and procedures.

General knowledge of area governmental entities comparable to the City of Asheville.

General knowledge of the current literature, trends, and developments in the field of recruiting and personnel administration.

Skill in organizing work flow and coordinating activities.

Skill in the use of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs, and applicant tracking programs.

Ability to develop and conduct effective hiring interviews.

Ability to establish and maintain a variety of complex computer files, and to compile reports from them.

Ability to communicate effectively in oral and written form.

Ability to exercise tact and courtesy in frequent contact with City employees, vendors, and the general public.

Ability to exercise discretion and confidentiality in handling personnel information and records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to function as a team player in a work group.

## **RECRUITER**

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in personnel management, public administration or a related field and 3 to 5 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employees or others in the workplace.

Salary Grade 18  
Non-Exempt  
Formerly Known As "Human Resources Specialist Senior"